

ADMINISTRATIVE — INTERNAL USE ONLY

28 NOV 1972

MEMORANDUM FOR: Administrative Officer, DCI
Special Support Assistant to the DDS ✓
Executive Officer, DDS
Chief, Administrative Support Staff, DDS&T
Chief, Administrative Staff, DDI

SUBJECT : Reserved Parking Permits for Car Pools

1. The attached procedure and request format for car pool reserved parking permits should be followed in all such requests. Improperly prepared or incomplete requests will be returned. The completed and signed memorandum should be classified as appropriate and forwarded to room 4E06 Headquarters Building.

2. All permits recovered as a result of issuance of a car pool permit remain in the custody of the Directorate which originally issued the permit and may be reissued within the Directorate. ?

3. All car pool permits will be issued on a "first-come, first-served" basis.



Chief, Logistics Services Division, OL

STATINTEL

Atts.

OL 2 10,368

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